

EXHIBIT 3-I
Procurement Check List

C. PROCUREMENT CHECKLIST	
1. Procurement Requirements	
Date:	
	a. scope of RFP or project work description clearly delineated
	b. appropriate advertisement or phone solicitation conducted
	c. objective scoring criteria and process
	d. record of selection process
	e. references checked
	f. fixed price contract with delineation of pay rates and estimated hours
	g. CDBG supplemental conditions included in contract
	h. draft contract reviewed by CDBG liaison
	h. debarment check completed
	i. copy of signed contract submitted to DOC
	j. other
NOTES:	